

ADMINISTRATIVE
INTERNAL USE ONLY

23 March 1967

MEMORANDUM FOR: Members, Fine Arts Commission

SUBJECT : Guidelines for the Fine Arts Commission

REFERENCE : A - Memo to Executive Director - Comptroller
from Chairman, FAC dated 18 January 1967
B - Reply from Executive Director - Comptroller
dated 20 March 1967, copy attached

1. I sought guidelines for the Fine Arts Commission's work for next year in reference A copies of which were sent to you. I have received a reply which I am attaching for your information. We will continue in business with the same frame of reference but with reduced funds available for improvements in decor. Since improvements in decor stem from imagination and taste not money alone I think the efforts to improve our surroundings or stimulate others to do so remain high. I shall expect to have our FAC meetings from time to time.

2. I am attaching a current list of members and their room numbers and telephone extensions.

Chairman

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ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Chairman, Fine Arts Commission

SUBJECT : Improvement in Decor at Headquarters Achieved Through the Fine Arts Commission

REFERENCE : Memo dtd 18 Jan 67 for Ex.Dir.-Compt. fr Chairman, Fine Arts Commission, same subj

1. As you have indicated in the referent memorandum, stringent budget restrictions will certainly curtail many of the things which we might like to do to improve the decor of Agency buildings. In this connection, you asked for guidance in three specific areas of your activities. The following guidance is given in the same order as the various points were raised in the referent memorandum:

a. The Fine Arts Commission should continue to operate within the capabilities of its own Commission members with regard to assistance in planning for the use of housekeeping money.

b. All independent projects such as the improvement of the main reception area and the sit-down dining room have been temporarily abandoned because of the lack of funds.

c. Within the limits of Logistics Services Division funds, the smaller projects such as the addition of benches, planters and lights should continue. Even such items as this, however, will be cut to the barest minimum by our lack of funds. The Chief, Logistics Services Division, after consultation with the Director of Logistics, will determine the availability of funds for such items.

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2. While I am reluctant to make such a decision, as a practical matter, I see no justification for renewing our contract with Interior Space Design. This decision is based primarily on the lack of funds for undertaking projects of the type on which they could be most helpful.

3. I want you to know that I have noted throughout the Agency the improvements which have stemmed largely from the work of the Fine Arts Commission, and I hope that we may soon return to the point that lack of money will not be an inhibiting factor in bringing to fruition the changes which the Commission would like to see made.


L. K. White

Executive Director-Comptroller

cc: Director of Logistics

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18 January 1967

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MEMORANDUM FOR: Executive Director-Comptroller

**SUBJECT : Improvement in Decor at Headquarters
Achieved thru the Fine Arts Commission**

**REFERENCE : A - FAC to DDCI file [REDACTED] dated
26 January 1966**

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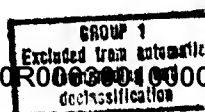
**B - LSD/OL Memo for the Record Entitled
Resume of Meetings Between ISD and
LSD/OL 21 and 22 June 1966 no file dated
1 July 1966**

1. It is patent that the momentum gained in the past several years in improving the decor and working atmosphere of Headquarters buildings will be reduced as a result of the stringent budgetary policy currently prevailing in the Government and in the Agency. It seems prudent to take stock of this reality and it is the purpose of this memorandum to seek from you guidelines for the program for the next year.

2. In the past several years the Fine Arts Commission, guided by reference A and with the cooperation of LSD/OL, has, I feel, carried out a useful program. While it must now be slowed down the mechanism established to achieve the results to date has worked well and can continue to function with respect to unfinished and new proposals. Our work can be divided into three areas:

(a) We have offered alternative ways of spending house-keeping money for paint, furnishings, etc. which improved the public image of our buildings and the working climate of the employees. There would appear to be little problem in the FAC continuing providing advice on scheduled new construction. For example, the new printing plant at Headquarters

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is being completed and we would expect to offer comments on the painting scheme and furnishings such as rugs, furniture and decorations. Since these items presumably have been budgeted in the new construction it is merely a matter of selecting alternatives which are most suitable for the building and are complementary to the decor of the Headquarters building.

(b) We have made suggestions for independent projects of an aesthetic character which have been carried out thru LSD/OL. These have required the allotment of funds to LSD/OL. Here I would expect you will limit sharply the number of more costly projects of a largely aesthetic character such as improvements to the main reception area, the sit-down dining room, etc.

(c) We have developed and carried out a number of smaller projects such as the selection and addition of benches in corridors, planters, lights, carpeting and furniture and the acquisition of graphic arts which have gone far to improve decor and working conditions. These were achieved by providing LSD/OL an open working account. Here we feel it is most desirable that a work fund continue to be provided to LSD/OL, albeit, reduced, to provide for numerous smaller relatively less expensive projects which come up from time to time which so materially enhance the decor of our buildings.

3. From the budgetary view the important immediate issues are:

(a) The allocation of fund to an open account in LSD/OL to carry out small projects; and

(b) the allocation of some funds for contract with a design advisor.

4. With regard to the design adviser: In each of the areas (a), (b) and (c) of paragraph 1 above the Fine Arts Commission has called upon the services of a professional design company to provide advice the

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in category (c) the Fine Arts Commission and LSD/OL have sufficient experience to undertake a number of smaller projects without professional advice. Our design contract has been with the Interior Space Design Company (ISD) which has not yet been renewed. The introduction of professional standards beyond the competence of FAC experience has justified this as a service that has more than paid for itself. Should the existing recommendation that a contract with a design firm be approved I recommend that it be kept flexible to adjust to available funds for projects and that the way be kept open to select an alternative design company to ISD.

5. We request your guidance as to the scope of the cut back so that we may better recommend priorities of work in hand (see reference B) and so that we may plan and proceed with what can be done.

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Chairman, Fine Arts Commission

Distribution:

Orig & 1 - Addressee

1 - Each member of FAC

~~1~~ Chairman, FAC

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[REDACTED]
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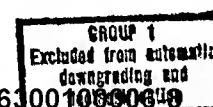
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Chairman, Fine Arts Commission

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